



HILTON ELEMENTARY  
6812 Mill Road  
Brecksville, Ohio 44141  
440-740-4600

### NOTICE OF PLANNED ABSENCE

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Specific classroom assignments and homework will not be sent home prior to a planned absence. However, the teachers will provide general guidelines regarding what will be covered during your child's absence as long as notice is submitted to the office one week prior to the scheduled absence. Upon the student's return, the teacher and student will meet to make arrangements to complete classroom assignments, homework and tests. A day of make-up will be permitted for each day of absence. Teachers will not be expected to tutor individual students for missed instruction. All work and tests not made up will result in zero credit. Please note that a student's grades may be adversely affected due to the lack of classroom participation during a planned absence.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Chris Hartland, Principal

This form must be completed and returned to the office prior to the planned absence dates.